



HINCHLEY WOOD PRIMARY SCHOOL

CHARGING AND REMISSIONS POLICY

Introduction

This document is a statement of the aims, principles and strategies to ensure the efficient and proper administration of the procedures for charging and remissions at this school.

This policy statement has been drawn up in accordance with the requirement of the relevant legislation.

The Governing Body of Hinchley Wood Primary School are committed to the principle of free education but also recognises the valuable contribution that a wide range of educational and additional activities including outings, clubs and residential experiences can make towards its pupils education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils and as additional optional activities.

Education Provided within School Hours

- a) Education will be provided free of charge by the school if it takes place during school hours. (This does not include the lunchtime break) A pupil or parent will not be asked to provide or pay for materials, books, instruments or other equipment for use in connection with education provided during school hours.
- b) A non-school organisation is permitted to levy a charge directly on parents for activities organised in school hours. This charge will be administered by the school and will be on a voluntary contribution basis.
- c) The main exception to the principle of free education, which the law allows, is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours.

Board and lodging and supply cover on residential visits

Charging

In the event of any residential visit being arranged by the School, it is the intention of the Governing Body to charge the actual cost of providing board and lodging to each participating pupil. Additional costs incurred in providing the residential visit (e.g. transport costs, entrance fees, the costs of resources and the cost of supply cover) will be requested as a voluntary contribution. It will be made clear, however, that the residential visit could not take place if there were insufficient voluntary contributions to support it.

Remission

The Governing Body will observe the statutory requirement to remit any charge for board and lodging in the case of pupils whose parents are in receipt of any applicable Government funded Income Support where the activity is deemed to take place in school hours or if it is out of hours but is provided:

- a) to fulfil any requirements specified in the syllabus for a prescribed public examination: or
- b) specifically to fulfil statutory duties relating to the National Curriculum: or
- c) specifically to fulfil statutory duties relating to religious education.

The Governing Body delegates to the Headteacher the discretion to remit some or all of the board and lodging costs of residential visits organised by the School in appropriate circumstances, for example, when sponsorship or voluntary contributions enable a general reduction in charges. In such cases the criteria applied for remission will be made clear to parents and other interested parties and children will not be treated differently according to whether their parents have made a voluntary contribution.

Education outside school hours

Charging

It is the intention of the Governing Body normally to charge for optional extra activities organised by the school. The basis for calculating the charge will be the proportionate cost, where appropriate, to each participating pupil for travel costs, board and lodging, materials, books and equipment, entrance fees, insurance, support staff and staff who fall into the following categories:

- a) teaching staff employed by the Governing Body for the purpose of providing the activity;
- b) teaching staff employed by the Governing Body to provide instrumental music tuition, or
- c) teaching staff already employed by the LEA or Governing Body who have been engaged on a separate contract for services to provide the optional extra.

Remission

The Governing Body delegates to the Headteacher the discretion to remit some or all of the charges for optional extra activities where voluntary contributions, sponsorship or other forms of subsidy permit. In such cases the criteria applied for remission will be made clear to parents and other interested parties but children will not be treated differently according to whether their parents have made a voluntary contribution.

Requests for Evaluation of pupils by Independent and Non-Maintained Schools.

Charging.

The Governing Body will levy a charge on each completed request by an independent school for written evidence of a pupil's performance, aptitude and attainment and other relevant information in respect of each application to an independent or non-maintained school. The charge will be as determined by the Governing Body from time to time, calculated with reference to the time taken by the Headteacher and other teachers in providing the data. At present the charge is £30.

Remission

There will be no remission, the Governing Body having decided that application to an independent fee paying school is a voluntary act by parents who will have accepted the financial implications of entering into a fee paying school arrangement.

Breakages, Damages to School Property, Equipment and Books.

The Governing Body delegates to the Headteacher the discretion to seek financial compensation for breakages or damage to school property or equipment or to property belonging to others, where such damage was caused by a pupil's behaviour.

Other Activities

There may be other activities arranged by third party organisations which hire requisite parts of the school premises e.g. Music tuition, French and Spanish clubs, Funsports and Woody's. The charging arrangements for all of these are the direct and sole responsibility of the organisations concerned.

Review of Policy

This policy will be reviewed annually

Governors L & M Committee meeting